IT Unit 3

Topic 2

# Ch 3, Data Analytics: Drawing Conclusions, Part 2 Alex Hudson

**Project Management,**  p 134- 144

1. **What is project management?** The process of planning, organisations, and monitoring a project for it to be completed successfully.
2. **What is the role of a Gantt chart?** It lists all the tasks in a project, then furthermore can organise it. It shows which tasks must be completed before moving on and allocates the people/resources for the project.

**Key Concepts, p 135**

1. **What is a milestone?** Represents the achievement of a significate stage in the project and has zero time durations.
2. **What is its purpose?** To show key points in the Project, to make sure everything flows on time. To monitor the project and to make sure key tasks are completed.
3. **Explain the nature of dependencies.** Tasks are independent, meaning that they must be completed in an order. The completion of some tasks depends directly on the task that is completed before it, these are known as Predecessor.

**Processes**

1. **Outline the nature of the following processes in project management:**
   1. **Task identification:** Breaking down a large task into smaller tasks which can be completed much easier. To break down a large task, you need to develop a work breakdown structure.
   2. **Sequencing**
      1. **What is a predecessor and a successor?** A predecessor is the task completed before a task, for it to continue. While a successor, is the task which occurs after the completed task.
      2. **What is slack time?** Slack time is the time between projects and during the whole project, which if time is used wrongly, it won’t affect the project’s critical path.
   3. **Time allocation resources**
      1. **What is a project’s critical path?** The shortest path in the project management, which includes the key milestones.

**Documentation using Gantt charts, p 138**

1. **What is a contingency?** A contingency is a backup plan which has been designed and developed at the start of the project, it is in case an unexpected event occurs and disrupts the project and the time allocated.